

Job ID : YM-005-03-25
Title : **Sr. Executive/ Assistant Manager**
Role : **Recruitment & TA, Training & Development, Compliance & Policy Adherence**
Department : HR & Administration
Location: : Gurugram

Job Description: -

Key Area of Work: -

1. Recruitment & Talent Acquisition:

- Develop and implement recruitment strategies to attract top talent.
- Manage end-to-end recruitment processes, including job postings, screening, interviewing, and onboarding.
- Work closely with hiring managers to understand staffing needs and define job requirements.
- Build a strong employer brand to attract potential candidates.
- Maintain and update the recruitment database and track hiring metrics.
- Develop and maintain relationships with recruitment agencies, job portals etc.

2. Training & Development:

- Design and implement training programs to enhance employee skills and career growth.
- Conduct training needs assessments and develop customized learning solutions.
- Organize and oversee onboarding programs for new hires.
- Ensure employees receive mandatory compliance training as per company policies and regulatory requirements.
- Maintain training records and prepare reports on training effectiveness.
- Collaborate with external trainers and learning partners as needed.

3. Compliance & Policy Adherence:

- Ensure that all employees complete required compliance training within specified timelines.
- Stay updated with industry regulations and incorporate necessary training updates.
- Ensure adherence to company policies and labor laws in all HR-related functions.

Experience: -

- Minimum 8 to Maximum 14 Years of Experience with a minimum of 8 to 12+ years of relevant experience.
- Excellent in MS Office.

Education: -

- Post Graduation - HR

How to Apply:

Please send your resume/CV to hradmin-smb@music.yamaha.com and must mention the Job ID given above, in the subject line and share the following details: -

- Current CTC
- Notice Period
- Location Applied for